



DEPARTMENT OF THE NAVY

NAVY PERSONNEL COMMAND
5720 INTEGRITY DRIVE
MILLINGTON TN 38055-0000

5720
PERS 00J6/20160522
July 8, 2016

Ms. Peggy Hines
Michigan Dept of State Enforcement Division
430 W. Allegan
Austin, Bldg 4th Floor
Lansing, MI 48918

Dear Ms. Hines:

SUBJECT: YOUR FREEDOM OF INFORMATION ACT (FOIA) REQUEST

This is in response to your Freedom of Information Act (FOIA) request in which you seek a copy of U.S. Navy Official Military Personnel File (OMPF) record information pertaining to Terry Alan Higgins. Your request was received in this office (PERS-00J) on July 8, 2016, and has been assigned FOIA case file number CNPC20160522 by this command.

A search was conducted of our Electronic Military Personnel Records System (EMPRS) based on the social security number and name provided in your request. No responsive record information was located at this command. This command maintains OMPF records for individuals who served in the U.S. Navy from approximately 1998 to present. **If you believe that Terry Alan Higgins served in the U.S. Navy prior to 1998, it is recommended that you contact the National Personnel Records Center (NPRC) for a check of their records as well. Please see the attached printout.**

If you believe an adequate search of this command's records was not conducted, you have the right to appeal this "No Records" determination, in writing, to the Office of the Judge Advocate General, OJAG Code 14, 1322 Patterson Avenue SE Suite 3000, Washington Navy Yard, DC 20374-5066.

Should you believe the submission of an appeal necessary, it must be received in that office within 60 calendar days from the date of this letter in order to be considered. Please attach a copy of this letter and the original request. Include a statement regarding why you believe this command may possess records responsive to your request. Please mark both the envelope and your appeal letter "FOIA/PA APPEAL."


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No assessable FOIA fees were associated with the processing of your request. I am the official responsible for this "No Records" response regarding records maintained by this command. Should you wish to discuss this matter, you may contact the undersigned at (901) 874-3165.

Sincerely,

A handwritten signature in black ink, appearing to read 'D. P. German', with a long horizontal flourish extending to the right.

D. P. GERMAN
FOIA/PA Officer
By direction

Military Personnel Records

The National Personnel Records Center, Military Personnel Records (NPRC-MPR) is the repository of millions of military personnel, health, and medical records of discharged and deceased veterans of all services during the 20th century.

(Records prior to WWI are in [Washington, DC](#).) NPRC (MPR) also stores medical treatment records of retirees from all services, as well as records for dependent and other persons treated at naval medical facilities. Information from the records is made available upon written request (with signature and date) to the extent allowed by law.

- [Address and Directions](#)
- [Hours](#)
- [Contact Information](#)

This site is provided for those seeking information regarding military personnel, health and medical records stored at NPRC (MPR).

If you are a veteran or [next-of-kin of a deceased veteran](#), you may now use [vetrecs.archives.gov](#) to order a copy of your military records. For all others, your request is best made using a [Standard Form 180](#). It includes complete instructions for preparing and submitting requests. **Please Note:** All requests **must** be in writing, signed and **mailed** to us at the address shown below.

Address

National Personnel Records Center
1 Archives Drive
St. Louis, Missouri 63138



Directions

Directions

The National Personnel Records center (NPRC) is located at 1 Archives Drive, Saint Louis, MO 63138 in suburban North St. Louis County, near the intersection of U.S. 367 and Interstate 270.

From Lambert St. Louis International Airport, take I-270 East, exit left onto Bellefontaine Road, and take the first left onto Dunn Road. The NPRC will be on your right, at 1 Archives Drive. The Guard at the gate will provide further information about parking and building entry. Our [Research Rooms](#) are located on the first floor.

Hours

Monday through Friday, 7:30 a.m. to 3:45 p.m.
(Closed weekends and [Federal holidays](#))

Contact Information

Telephone: 314-801-0800

E-mail: MPR.center@nara.gov

Status Check: mpr.status@nara.gov

Fax: 314 801-9195

Checking the Status of Your Request:

Once you have allowed sufficient time for us to receive and process your request (about 10 days), you may check the status of your request by e-mail through our NPRC Customer Service Center at mpr.status@nara.gov. Please provide the request number if you have one, the name, address and phone number of the requester, and the veteran's branch of service to aid us to finding your request in our system. You will receive a return e-mail from us with a projected completion date for your request.

You may also telephone the **NPRC Customer Service Line** (this is a long-distance call for most customers):

Telephone 314-801-0800

Telephone (Toll Free) 1-866-272-6272

Note: Our peak calling times are weekdays between 10:00 am CST and 5:00 pm CST. Staff is available to take your call as early as 7:00 am and as late as 5:00 pm cst.

Special Note on Contacting by E-mail: Requests for military personnel records or information from them cannot be accepted by e-mail at this time. The Privacy Act of 1974 (50 U.S.C. 552a) and Department of Defense directives require a written request, signed and dated, to access information from military personnel records. Our e-mail address should only be used only to request general information (hours of operations, procedures and forms) or to submit compliments, complaints or concerns.

NOTE: If you send messages using WebTV or a free-email service, you will not receive our response if your mailbox is full. Messages sent to full mailboxes are returned to us as "undeliverable." You may wish to include your mailing address in your message so that we may respond via the U.S. Postal Service.

*Includes all 50 states and District of Columbia

U.S. National Archives and Records Administration
1100 Jefferson Avenue
St. Louis, MO 63102